



PriorityWaste[®]

Your waste is our priority

PRIORITY WASTE – MANUAL HANDLING POLICY

Version: 1.0

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Approved By: Nikolay Tovirov – Operations Director

Next Review: 20/10/26

1. Purpose

The purpose of this Manual Handling Policy is to ensure Priority Waste complies with the **Manual Handling Operations Regulations 1992 (as amended)** and provides a safe working environment for all employees involved in tasks that require lifting, carrying, pushing, pulling, or moving loads.

This policy aims to reduce the risk of injury—particularly to the back, shoulders and limbs—by ensuring safe systems of work, correct technique, and appropriate equipment.

2. Responsibilities

2.1 Operations Director – Nikolay Tovirov

Responsible for ensuring:

- Risk assessments are in place and regularly reviewed
 - Staff receive manual handling training appropriate to their role
 - Lifting aids and equipment are provided where necessary
 - Safe systems of work are implemented across all sites
 - Manual handling incidents are investigated and corrective actions taken
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2.2 Line Managers / Supervisors

Must ensure:

- Employees follow manual handling procedures
 - Tasks are planned and supervised where required
 - Loads are assessed before being moved
 - Unsafe practices are challenged and corrected immediately
 - Equipment used for lifting or moving items is fit for purpose
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2.3 All Employees

Employees must:

- Follow manual handling training and safe lifting techniques
- Assess loads before attempting to move them

- Request assistance with heavy or awkward items
 - Use provided mechanical aids correctly
 - Report hazards, faulty equipment, or manual handling incidents
 - Never take unnecessary risks
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3. Manual Handling Risk Assessment

All manual handling tasks must be assessed using the **TILE** method:

T – Task

Is the task repetitive? Twisting? Long distance? Unpredictable?

I – Individual

Is the person physically capable? Do they need support or team lift?

L – Load

Weight, size, shape, stability, presence of liquids or hazardous materials.

E – Environment

Space available, ground conditions, lighting, obstructions, weather (for outside work).

Risk assessments must be reviewed at least annually or whenever the task, load, or environment changes.

4. Safe Lifting Techniques

Employees must follow approved lifting techniques:

1. Plan the lift and route in advance
2. Stand close to the load with stable footing
3. Bend knees, not the back
4. Keep the back straight and core engaged
5. Get a good grip before lifting
6. Lift smoothly—do not jerk or twist
7. Keep the load close to the body
8. If a load is too heavy or awkward, **stop** and request help

These principles must also be followed when pushing, pulling, or lowering loads.

5. Mechanical Aids

To reduce manual handling risks, Priority Waste may provide:

- Trolleys
- Pallet trucks
- Drum tippers

- Drum dollies
- Forklift support (where authorised)
- Tail-lift and pump truck usage for drivers

Employees must:

- Use equipment only if trained
- Inspect before use
- Report any fault immediately
- Never overload mechanical aids

6. Manual Handling in Waste & Hazardous Environments

Because Priority Waste deals with hazardous materials, additional precautions apply:

- **Drums and IBCs must not be rolled** unless authorised and using correct technique
- **Drums must be moved using drum dollies, grabs, or forklifts**
- Hazardous waste containers must be sealed before moving
- Avoid lifting leaking or compromised containers
- Slippery surfaces caused by spills must be cleaned immediately
- Extra care must be taken with sharp, rusty, or irregular waste items
- Manual handling of hazardous waste must always follow PPE requirements

7. PPE Requirements

Depending on the task, PPE may include:

- Safety gloves
- Steel-toe boots
- Hi-vis clothing
- Eye protection
- Respiratory protection (if required by risk assessment)

8. Training Requirements

- All staff must complete manual handling training during induction
- Refresher training to be undertaken every 12–24 months
- Additional task-specific training (e.g., drum handling) provided where necessary
- Records of training will be maintained by the Operations Director

9. Incident Reporting

All manual handling-related injuries, near misses, or pain symptoms must be recorded immediately in:

- The accident book
- Internal incident reporting system

Incidents will be reviewed and investigated to prevent recurrence.

10. Review & Monitoring

This policy will be reviewed annually or sooner if:

- Significant changes occur in processes or equipment

- New risks are identified
 - An incident highlights the need for improvement
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11. Acknowledgement

All employees must read and understand this policy and follow the manual handling procedures at all times.



Signed:

Nikolay Tovirov
Operations Director
Priority Waste Limited

Date: 20th October 2025